

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 OCT 21 AM 8:40

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): Wednesday, October 9 - Friday, October 11, 2019

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$28.28	\$304 + tax	\$137.00	\$14
<input checked="" type="checkbox"/> Actual Amount				Educational tour, USCGC Taney

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached agenda.

10/21/19  
(Date)

ROBERT CROWLEY  
(Printed name of traveler)

  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/21/19  
(Date)

  
(Signature of Supervising Senator/Officer)



(202) 546-4400  
heritage.org

Robert Ordway  
Senator Mike Braun  
374 Russell Senate Office Building 2 Constitution Avenue, NE  
Washington, DC 20510-1408

On behalf of The Heritage Foundation, I want to formally extend an invitation to The Heritage Foundation's 2019 Emerging Leaders Conference. The event will be held Wednesday, October 9 – Friday, October 11 in the Inner Harbor in Baltimore, MD.

All paperwork must be submitted to the Ethics Committee no later than Monday, September 9, 2019. Here is what you need to submit for this year's trip:

1. Register with Heritage at <https://events.heritage.org/Leaders2019>
2. Submit the attached packet to the Ethics Committee
3. Fill out and submit the Employee Pre-Travel Authorization to the Ethics Committee

Emerging Leaders will be held during a recess week for both House and Senate staff. Heritage will provide transportation, overnight accommodations, and meals throughout the retreat.

The agenda (included in the attached in the Ethics Packet) is subject to change, but we will regularly update any changes on the website for your reference.

Please let me know if you have any questions, looking forward to having you with us this year.

*[Handwritten signature]*

**Thomas Binion**  
*Vice President, Government Relations*  
*The Heritage Foundation*

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Heritage Foundation
2. Description of the trip: Three-day educational conference to teach Congressional staff leadership and policy skills.
3. Dates of travel: Wednesday, October 9, 2019 - Friday, October 11, 2019
4. Place of travel: Baltimore, MD
5. Name and title of Senate invitees: See Attached
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

**The Heritage Foundation is the sole sponsor of the trip and is solely responsible for its execution.**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Heritage Foundation is a research and educational institution whose mission is to formulate and promote conservative public policies. This conference is part of that educational mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Heritage Foundation hosted similar conferences in 2016, 2017, and 2018. Additionally, Heritage hosted numerous staff-level conferences connected to educational fellowships, as well as an annual member-level conference for members of the House of Representatives.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Heritage Foundation hosts around 400 events on Capitol Hill each year. These include educational fellowships, topical briefings, and policy working groups.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$20.63	\$304.00	\$177.50	\$12.00  (Educational tour of the USCGC Taney)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Baltimore, MD is easily accessible from Washington, and it is an appropriate distance from DC to ensure focus on the educational benefits of the trip.

19. Name and location of hotel or other lodging facility:

Royal Sonesta Harbor Court

550 Light St, Baltimore, MD 21202

20. Reason(s) for selecting hotel or other lodging facility:

The Royal Sonesta has adequate facilities and meeting space for a group this size.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging expenses are equal to the federal per diem rate for Baltimore, MD.

The meal expenses are below the federal per diem rate for Baltimore, MD.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will travel in a coach charter bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Thomas Binion, Vice President, Government Relations

Name of Organization: The Heritage Foundation

Address: 214 Massachusetts Ave NE, Washington, DC 20002

Telephone Number: 202-608-6188

Fax Number: n/a

E-mail Address: thomas.binion@heritage.org



Wednesday, October 9 – Friday, October 11, 2019  
Royal Sonesta Harbor Court | Baltimore, MD

**WEDNESDAY, OCTOBER 9, 2019**

Derrick Dockery  
*Co-Founder, Yellow Ribbons United*  
*Former Business & Intergovernmental Coalitions Director, Office of Speaker Paul Ryan*  
*Former Offensive Lineman, National Football League*

**9:00 – 10:15 a.m. BREAKFAST ADDRESS AND EMERGING ISSUE #1  
TECHNOLOGY & THE FUTURE OF U.S. NATIONAL SECURITY**

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*Technology is a defining variable in the American national security calculus. These tools are not only how modern warfare is fought, but they are increasingly the battlefield itself. How does the United States navigate the tensions between free-market economics and the existential challenge of preventing Chinese cyber-enabled espionage? What are the responsibilities of US companies who are the bleeding-edge of technology innovation in an international system that sees these innovations as offering decisive advantage? In short: how can the United States thrive in an era of technological great power competition?*

Klon Kitchen

Senior Research Fellow, Technology, National Security, and Science Policy  
The Heritage Foundation

10:15 – 10:30 a.m. **BREAK**

10:30 a.m. – 12:00 p.m. **BUDGET SIMULATION & BREAKOUT DISCUSSION**

*Conference participants will participate in a budget simulation game whereby they are divided into teams and tasked with reaching a budget deal and passing a budget resolution for the upcoming fiscal year. Each participant will draw a card from a stack, and each card will detail the team, role, and individual objectives of that participant. Participants will divide into teams, where they will hear from a Heritage expert, or 'Counsel', on the budget process and their respective teams' role in that process. Each team will also elect a participant to serve as 'leadership' for that team. Leadership conducts negotiations and speaks on behalf of the team before a large group.*

*Participants will conduct negotiations within and between teams, attempting to reach a deal despite the conflicting interests of each individual and party. There will be time to negotiate and whip votes between policy sessions and outside of the designated budget simulation sessions. The budget resolution will include the total funding for discretionary spending (302a allocation), the topline numbers for each individual appropriations bill (302b allocations), and policy riders. On the final morning of the trip, participants will vote on the budget resolution. It will pass with a simple majority, and participants cannot filibuster.*

Tommy Binion  
Vice President, Government Relations  
The Heritage Foundation

12:00 – 12:15 p.m. **BREAK**

12:15 – 2:00 p.m. **LUNCHEON AND KEYNOTE ADDRESS:**

**TWITTER-CRAFT: COMMUNICATIONS IN THE DIGITAL AGE**

*The media has changed the way the public learns issues, understands concepts, forms opinions, and spreads ideas, making effective communication vital in today's increasingly social and digital environment. What are the most effective ways to communicate? How does this change based on the issue being discussed?*

Carrie Severino  
Chief Counsel & Policy Director  
Judicial Crisis Network

Rob Bluey  
Vice President, Communications, The Heritage Foundation  
Executive Editor, the Daily Signal

2:00 – 3:00 p.m. **BREAK**

3:00 – 4:00 p.m. **EMERGING ISSUE #2:  
THE FREE MARKET & THE FAMILY**



*The driving fuel behind the strength of American families is the free enterprise system. The free market naturally and ceaselessly excels in creating opportunities and prosperity for families in ways that empower them. Government 'family support' programs, on which we spend \$1.2 trillion per year, are inherently inefficient, one-size-fits all, and constantly having to adjust and expand in attempt to meet families' needs.*

Rachel Greszler  
*Research Fellow in Economics, Budget, and Entitlements  
The Heritage Foundation*

Clarence Carter  
*Director of the Office of Family Assistance  
Acting Director of the Office of Community Services, Administration for Children & Families  
Department of Health & Human Services*

Joel Griffith  
*Research Fellow, Financial Regulations  
The Heritage Foundation*

4:00 – 4:15 p.m.

**BREAK**

4:15 – 5:15 p.m.

**EMERGING ISSUE #3:**

**REFRAMING THE FUTURE OF HIGHER EDUCATION**

*Today's higher education system is in crisis. American students are \$1.6 trillion in student loan debt, the majority of students will not finish college in four years, and many drop out without a degree and struggling to pay off debt. Unfortunately, policies from Washington make these problems worse. While many claim that "free" college is the answer, this will only shift the present problems with higher education onto American taxpayers. Only by encouraging competition and innovation in the higher education sector, and reducing funds coming from Washington, can we see true improvements for students and taxpayers.*

Mike Howell  
*Executive Branch Advisor, Government Relations  
The Heritage Foundation*

Angela Sailor  
*Vice President, Feulner Institute  
The Heritage Foundation*

Mary Clare Amselem  
*Policy Analyst, Center for Education Policy  
The Heritage Foundation*

5:15 – 5:30 p.m.

**REACH A BUDGET DEAL**

*Participants will reach a deal by this time in the trip. The Leader will read the budget resolution aloud to the body.*

5:30 – 6:30 p.m.

**RECEPTION**

6:30 – 8:30 p.m.

**DINNER AND KEYNOTE ADDRESS:**

**LEADERSHIP LESSONS FROM THE THUNDERBIRDS**

*Effective leaders seek to build commitment, trust, and loyalty with their teammates, whether that is in the field or in the workplace. JV Venable discusses lessons learned from serving for 25 years in the US Air Force. JV, who served as Commander of the celebrated Thunderbirds, also authored a book on leading high performance teams.*

John “JV” Venable  
Col USAF (ret.)  
Former Commander, USAF Thunderbirds  
Senior Research Fellow for Defense Policy  
The Heritage Foundation

**FRIDAY, OCTOBER 11, 2019**

- 8:30 a.m. (or after)      **Luggage Drop-off**  
*Attendees leave their luggage at the Heritage luggage check*
- 9:00 – 10:15 a.m.      **BREAKFAST ADDRESS & EMERGING ISSUE #4:**  
**WHAT AMERICANS WANT IN HEALTH CARE**  
*Healthcare has become one of the defining issues of our current debate. Now more than ever, policy proposals such as single-payer universal care, eliminating public options, and privatized care, are drastically different from one another and from the status quo. This panel will review the current state of America's healthcare system and discuss solutions that have been prescribed to fix many of the problems arising from this system, ultimately addressing the question: What do Americans really want in health care?*
- Tara O'Neill Hayes  
*Deputy Director of Health Care Policy  
American Action Forum*
- Nina Schaefer  
*Senior Research Fellow, Health Policy  
The Heritage Foundation*
- Matt Eagan  
*Program Associate, Congressional Relations  
The Heritage Foundation*
- 10:15 – 10:30 a.m.      **BREAK**
- 10:30 – 10:45 a.m.      **FINAL VOTES**  
*Participants will vote on the budget resolution.*
- 10:45 – 11:00 a.m.      **LOAD BUS**
- 11:00 – 11:15 a.m.      **WALK TO USCGC TANEY**
- 11:15 a.m. – 1:00 p.m.      **TOUR & DISCUSSION AT USCGC TANEY**  
*The United States Coast Guard Cutter Taney is the last warship still afloat that fought in the attack on Pearl Harbor. The USCGC Taney offers tours of the vessel, after which participants will learn about the historical and military context of the attack on Pearl Harbor in relation to military readiness today.*
- Dakota Wood  
*LtCol USMC (ret.)  
Research Fellow, Defense Programs  
The Heritage Foundation*
- 1:00 p.m. – 1:15 p.m.      **CLOSING REMARKS**  
*Tommy thanks participants for attending this year's conference.*

Tommy Binion  
*Vice President, Government Relations*  
*The Heritage Foundation*

- 1:15 p.m.      **CONFERENCE CONCLUDES**  
*Attendees board buses; boxed lunches provided on board*
- 1:15 p.m.      **BUS DEPARTS**
- 2:30 p.m.      **BUS ARRIVES AT THE HERITAGE FOUNDATION**

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# Emerging Leaders Conference 2019

Wednesday, October 9 – Friday, October 11, 2019

Royal Sonesta Harbor Court | Baltimore, MD

## INVITATION LIST

### About the List:

The following individuals were extended an invitation to The Heritage Foundation's 2019 Emerging Leaders Conference due to their interest in conservative policy.

Last Name	First Name	Office	Chamber
Anderson	Alyssa	Rep. Tom Emmer	House
Andrade	Barbara	Rep. Rob Bishop	House
Andzel	Christian	Rep. Chip Roy	House
Ath	Viraktep	Sen. Steve Daines	Senate
Ball	Luke	Rep. Matt Gaetz	House
Bardin	Erin	Sen. James Risch	Senate
Barton	Carter	Rep. Virginia Foxx	House
Bennett	Parker	Rep. Mike Kelly	House
Bensur	Will	Rep. John Katko	House
Besonen	Mark	Rep. Virginia Foxx	House
Boyd	Stephen	Sen. James Lankford	Senate
Bradley	Philippa	Rep. David McKinley	House
Brereton	Charlie	Senate HELP Committee	Senate
Brookhart	Mindy	Sen. John Hoeven	Senate
Brown	Matt	Rep. Bryan Steil	House
Butherus	Daniel	Rep. Ken Buck	House
Caddock	John	Rep. Alex Mooney	House
Campbell	Kyle	Rep. Tom McClintock	House
Caplin	Sarah	Sen. Mike Lee	Senate
Carrier	Adrienne	Sen. Mike Braun	Senate

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Case	Michael	Rep. Andy Barr	House
Chelak	Christian	Sen. Pat Toomey	Senate
Cicchella	Jamie	Rep. Ted Yoho	House
Clark	Annie	Rep. Debbie Lesko	House
Clement	Dylan	Sen. Pat Toomey	Senate
Coffman	Sarah	Rep. James Comer	House
Connolly	Briana	Sen. Pat Toomey	Senate
Cooke	MaryLou	Rep. David Rouzer	House
Correll	Charles	Rep. Kevin McCarthy	House
Craddock	Reed	Rep. Trent Kelly	House
Craig	Halie	Sen. Pat Toomey	Senate
Davern	Katie	Sen. Mike Lee	Senate
Decker	Brad	Rep. Mo Brooks	House
DeFilippo	Katarina	Rep. Ron Estes	House
Dever	Tyler	Rep. Ross Spano	House
Dews	Elizabeth	Rep. Ted Budd	House
DiPalma	Mason	Rep. Mike Turner	House
Dobbins	Halee	Rep. Jim Banks	House
Dolan	Thomas	Rep. Neal Dunn	House
Douthitt	Lily	Rep. James Comer	House
Duncan	Josh	Sen. Marco Rubio	Senate
Eberle	Jonathan	Rep. Andy Biggs	House
Enlow	Alex	Rep. Trent Kelly	House
Ensslin	Corey	Sen. Pat Toomey	Senate
Erikson	Mercedes	Sen. Jim Risch	Senate
Florian Sainz	Jocelynn	Sen. Jim Risch	Senate
Fuentes	Jose	Rep. Ken Calvert	House
Gates	Zach	Rep. Ann Wagner	House
Gilbert	Sarah	Rep. George Holding	House
Gillespie	Lauren	Rep. Ted Yoho	House
Gilsdorf	Andrea	Sen. Ben Sasse	Senate
Glasgow	Savannah	Rep. Gus Bilirakis	House
Graff	Jessica	Rep. Larry Buschon	House









Wilson	Jordan	Rep. Rob Wittman	House
Wing	Kirsten	Senate Finance	Senate



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- ## Post-Travel Disclosure

*File with the Office of Public Records in SH-232*

- Fax: (202)-224-7416

United States Senate

## SELECT COMMITTEE ON ETHICS

October 7, 2019

Robert Ordway  
Office of Senator Mike Braun  
United States Senate  
Washington, DC 20510

Dear Mr. Ordway:

This responds to your recent correspondence concerning an invitation you received to travel to the *2019 Emerging Leaders Conference*, in Baltimore, Maryland, on October 9–11, 2019, sponsored by The Heritage Foundation. The Heritage Foundation certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. The Heritage Foundation has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, The Heritage Foundation is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

<sup>1</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term “any point throughout your trip” has a specific definition. See *id.* at 2.



Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Robert Ordway

**Employing Office/Committee:** Office of Senator Mike Braun

**Private Sponsor(s) (list all):** The Heritage Foundation

**Travel date(s):** October 9-11, 2019

**Note: If you plan to extend the trip for any reason you must notify the Committee.**

**Destination(s):** Baltimore, Maryland

**Explain how this trip is specifically connected to the traveler's official or representational duties:**

I am one of Senator Braun's Legislative Assistants and my portfolio includes: budget, appropriations, NDAA, healthcare (mandatory spending programs). This conference includes sessions titled: 'Technology & The Future of US National Security', 'Budget Simulation & Breakout Discussion' and 'What Americans Want in Health Care'.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

**I certify that the information contained in this form is true, complete and correct to the best of my knowledge:**

09/20/19  
(Date)

[Signature]  
(Signature of Employee)

**TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):**

I, Senator Mike Braun hereby authorize Robert Ordway  
(Print Senator's/Officer's Name) (Print Traveler's Name)

**an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.**

**I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐**

9/20/19  
(Date)

Mike Braun  
(Signature of Supervising Senator/Officer)